

How PR Numbers are Displayed (PD² v4.1e SR04)

Introduction

This document explains how PR numbers are displayed in the **Requisition Number** field in contracts, contract modifications, delivery orders and delivery order modification forms in PD² v4.1e SR04.

How PR Numbers are Reported on Contracts and Contract Modifications

The following paragraphs summarize how the document numbers of PRs are reported in the SF 26, SF 1442, SF 33, SF 252, SF 1449, DD Form 1155, and SF 30.

SF 26 , SF 1442, SF 30 Contract Modification

- Block 4 of the SF 26 and Block 5 of the SF 1442 always populate with the document number of the PR highlighted to create the SF 26 or SF 1442.
- When modifications are created against the SF 26 or SF 1442, new PRs may be attached by selecting **Line Items → Attach** from the menu. When modifications are created against the SF 26 or SF 1442, the document number of the PR, highlighted to create the original contract, remains in Block 4 of the *SF 26 1-10* tab and Block 5 of the *SF 1442 1-9* tab. Block 4 on the *SF 30 1-10* tab on the SF 30 modification to the SF 26 and SF 1442 display the PR, highlighted to create the original contract.
- The PR number of the PR highlighted to create the SF 26 displays in Block 4 of Print Preview when the **Conformed Document** radio button is selected in the **Choose Document Type** window. The PR number of the PR highlighted to create the SF 1442 displays in Block 5.
- No PR number displays in Block 4 of Print Preview when the **Modification Document** radio button is selected in the **Choose Document Type** window of an opened SF 26 or SF 1442 modification.

SF 1449 and SF 30 Contract Modification

- Block 1 of the SF 1449 always populates with the document number of the PR highlighted to create the SF 1449.
- When modifications are created against the SF 1449, new PRs may be attached by selecting **Line Items → Attach** from the menu. When a modification is created against the SF 1449, the document number of the PR attached to the modification displays in Block 1 of the *SF 1449 1-16* tab and Block 4 of the *SF 30 1-10* tab.
- When an SF 1449 modification is highlighted, and **File → Print Preview** is selected from the menu bar and the **Conformed Document** radio button is selected in the

Choose Document Type window, the PR number of the PR attached to the modification displays in Block 1.

- When an SF 1449 modification is highlighted, and **File → Print Preview** is selected from the menu bar and the **Modification Document** radio button is selected in the **Choose Document Type** window, no PR number displays in Block 4.

SF 252 and SF 30 Contract Modification

- PR numbers do not display on an SF 252, nor can an SF 252 be created by highlighting a PR. In order to attach a PR to an SF 252, the user must create the SF 252 as a stand-alone and attach the line items from the PR by selecting **Line Items → Attach** from the menu.
- When SF 252 modifications are created, new PRs may be attached by selecting **Line Items → Attach** from the menu. The document number of the PR attached to the modification does not display in Block 4 of the *SF 30 I-10* tab. This block remains blank.
- The PR number of the PR attached to a modification to a SF252 does not display in the conformed document in print preview. There is no PR number block on the SF 252.
- The PR number of the PR attached to a modification to a SF252 does not display in the modification document in print preview. Block 4 remains blank.

SF 33 and SF 30 Contract Modification

- Block 6 of the SF 33 always populates with the document number of the PR highlighted to create the SF 33.
- When modifications are created against an SF 33, new PRs may be attached by selecting **Line Items → Attach** from the menu. When CLINs from a different PR are attached to the modification, the text “See Schedule” displays in Block 6 of the *SF 33 I-10* tab. The document number of the PR highlighted to create the SF 33 displays in Block 4 of the *SF 30 I-10* tab.
- When the modification to the SF 33 is opened by selecting **File → Print Preview**, and the **Conformed Document** radio button is selected in the **Choose Document Type** window, the PR number of the PR highlighted to create the SF 33 displays in Block 6.
- When the modification to the SF 33 is opened by selecting **File → Print Preview**, and the **Modification Document** radio button is selected in the **Choose Document Type** window, no PR number displays in Block 4.

DD Form 1155 Simplified Purchase and SF 30 Contract Modification

- Block 4 of the DD Form 1155 always populates with the document number of the PR highlighted to create the DD Form 1155.
- When modifications are created against a DD Form 1155, new PRs may be attached by selecting **Line Items → Attach** from the menu. When CLINs from a different PR

are attached to the modification, the document number of the PR highlighted to create the DD Form 1155 displays in Block 4 of the *DD Form 1155 1-13* tab and Block 4 of the *SF 30 1-10* tab on-line.

- When the modification to the DD Form 1155 Simplified Purchase is opened by selecting **File → Print Preview**, and the **Conformed Document** radio button is selected in the **Choose Document Type** window, the PR number of the PR attached to the modification displays in Block 4.
- When the modification to the DD Form 1155 Simplified Purchase is opened by selecting **File → Print Preview**, and the **Modification Document** radio button is selected in the **Choose Document Type** window, no PR number displays in Block 4.

DD Form 1155 Delivery Orders to SF 26, SF 1442, SF 252, and SF 33

- When a delivery order is created against the conformed copy of the SF 26, SF 1442, SF 252, and SF 33, a new PR must be selected in the **Delivery/Task Order** window. When one PR has been attached to a delivery order associated with an SF 1442, the document number of the attached PR always displays in Block 4 of the DD Form 1155. When one PR has been attached to a delivery order associated with an SF 26, SF 252 or SF 33, the DD Form 1155 delivery order number displays in Block 4.
- When one PR is attached to the DD Form 1155 Delivery/Task Order, the document number of the PR attached in the **Delivery/Task Order** window always displays in Block 4 of the DD Form 1155 Delivery/Task Order Print Preview version.
- When modifications are created against the DD Form 1155 Delivery/Task Order, new PRs may be attached by selecting **Line Items → DO/TO Match**, and attaching a new PR in the **Delivery/Task Order** window. When CLINs from a different PR are attached to the modification, the document number of the PR attached to the original DD Form 1155 Delivery/Task Order displays in Block 4 of the *DD Form 1155 1-13* tab, and Block 4 of the *SF 30 1-10* tab.
- When a DD Form 1155 Delivery /Task Order modification is opened by selecting **File → Print Preview**, and the **Conformed Document** radio button is selected in the **Choose Document Type** window, the PR number of the PR attached to the modification displays in Block 4.
- When a DD Form 1155 Delivery/Task Order modification is opened by selecting **File → Print Preview**, and the **Modification Document** radio button for is selected in the **Choose Document Type** window, Block 4 is blank.

SF 1449 Orders to SF 1449 Commercial Purchase

- When a delivery order is created against the conformed copy of an SF 1449, a new PR must be selected in the **Delivery/Task Order** window. The document number of the PR attached in the **Delivery/Task Order** window always displays in Block 1 of the SF 1449 Commercial Purchase Order, when one PR is attached to the SF 1449 Commercial Purchase Order.
- When modifications are created against an SF 1449 Commercial Purchase Order, new PRs may be attached by selecting **Line Items → DO/TO Match**, and attaching a new PR in the **Delivery/Task Order** window. When CLINs from a different PR

are attached to the modification, the document number of the PR attached to the SF 30 Commercial Purchase Order modification displays in Block 1 of the *SF 1449 I-16* tab and Block 4 of the *SF 30 I-10* tab.

- When an SF 1449 Commercial Purchase Order modification is opened by selecting **File → Print Preview**, and the **Modification Document** radio button is selected in the **Choose Document Type** window, Block 4 is blank.